

Rocky Mountain Student Media Corporation is committed to increasing the diversity of our staff and providing a culturally responsive work environment. We encourage applications from people of all backgrounds and abilities. While RMSMC is an independent corporation from the University, we embrace Colorado State's Principles of Community to guide us in our educational mission.

## **90.5 KCSU-FM Program Director**

***The mission of KCSU is to train students to collaboratively operate a radio station that delivers and creates content that informs and inspires our listeners.***

### Short Description:

The program director oversees all programming at KCSU, with the largest focus being on-air content. Together with the Station Manager, the Program Director works to build a broadcast schedule aimed at KCSU's audience while holding true to the KCSU mission statement.

The Program Director is ultimately responsible for all DJ and volunteer attendance, training and performance. They will ensure quality programming for the station and assist the Station Manager in managing employees they are assigned to supervise, which includes Music, Local, Sports, Training, and News Departments, in addition to collaborating with other KCSU departments as needed. The Program Director is also able to give disciplinary action as needed and required by the KCSU Station Handbook. This position reports directly to the Station Manager and General Manager.

### Preferred Knowledge/Skills/Abilities:

- Availability to respond and help staff and volunteers.
- Good communication and friendly/welcoming demeanor.
- Knowledge or willingness to learn about the equipment (hardware and software) the station uses, both in day-to-day broadcast and special events.
- Prior knowledge, awareness, or experience on how to handle workplace conflict, schedules and professionalism.
- Understanding of good time management and priority goal setting skills.

### Principle Duties and Responsibilities:

- Make sure all on-air content meets KCSU's mission statement.
- Create the KCSU DJ Schedule and listen to the station regularly.
- Accept DJ applications and execute onboarding in a timely fashion.
- Setup horizontal and vertical promos with the Production Director.
- Collaborate with staff to run the monthly KCSU station meeting.
- Emergency contact for the station and able to help if a situation calls for it.
- Hold regular in-person office hours to meet DJs and give feedback on shows in real time as they broadcast and/or addressing questions DJs may have.

- Managing staff / Giving staff members feedback
- Coordinate with the training director to make sure the training program mirrors KCSU programming goals and ensure that all KCSU documentation is accurate.
- Get to know DJ's on a personal basis and enforce Attendance Policy.
- Work with Station Manager to discipline DJs and mentees who violate KCSU and FCC regulations and report all violations to General Manager ASAP.
- Keep an updated and accurate track of DJ's progress which includes absences, write-ups, and volunteer hours.
  - Give semesterly Air Checks to DJs to help them be the best possible show host and maintain KCSU standards.
- Regularly consult with the Promotions Director, Station Manager and General Manager about ideas and FCC regulations surrounding live reads.
- Be flexible outside of office hours, especially in the summer, to help the station when needed and be present in case of emergency.
- Ensure KCSU airs 10 hours of local issue-based programming for FCC compliance
  - Always be conscious that KCSU programming is supported financially by underwriters, and coordinate with the production director to ensure underwriting airs and is FCC compliant.
- Create team bonding and developmental activities for volunteers, DJs, and podcasters, which includes at least one out-of-station event per semester.
- The Programming Director is the second in command at KCSU. They must be available to sub in for the station manager if necessary.

Programming supervises throughout year/assists in hiring process for:

Music, News, Local, Sports, and Volunteers

Programming's Supervisors:

Station Manager, General Manager

Application Information:

If you are an interested applicant or want more information about this position, please see the attached document titled "90.5 KCSU-FM Program Director Application." For additional questions or concerns, please email [asher.korn@colostate.edu](mailto:asher.korn@colostate.edu).

KCSU is looking for students interested in learning by doing and gaining knowledge through experience. Interested applicants are **not** expected to know everything about journalism, broadcasting or radio equipment. All student management team applicants must take at least one credit class, and be a degree-seeking, fee-paying Colorado State University or Front Range Community College student.

Applications are due **on Friday, March 3rd, by noon**. When you email in your application, include all the times you are available for a 1-hour **interview between March 6th and 10th**. Interviews will be conducted in person, unless remote accommodations are requested. **KCSU-FM is an equal opportunity employer.**